

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B98-33

Date: October 19, 1998

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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPA PROGRAM OPERATORS

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING  
SEPTEMBER 30, 1998.

The purpose of this Information Bulletin is to provide information regarding quarterly reporting requirements for the period ending September 30, 1998. The reports are to be submitted to the Job Training Partnership Division as follows: National Reserve Account and Defense Diversification/Conversion Projects; October 20, 1998. All other reports are due October 23, 1998.

JTPA Directive Number D98-3, published August 28, 1998, lists the specific requirements and details of each report. This Directive is available on the Employment Development Department website ([www.edd.cahwnet.gov/](http://www.edd.cahwnet.gov/)) and should be consulted prior to completing your quarterly reports.

The JTPA Draft Directive DD-5, that is also available on the website, addresses reporting issues arising as a result of the approval and implementation of JTPA waivers. For the purposes of financial reporting with two cost categories, Title II and Title III administration should be reported as administration on the applicable report. Program expenditures for Title II should be reported as training related/supportive services. Under Title III, please report non-administration program expenditures as retraining.

If there are any questions, contact Judi Bauman at (916) 654-8276 for Title II, and Debbie Shepherd at (916) 654-2418 for Title III.

/S/ BILL BURKE  
Assistant Deputy Director